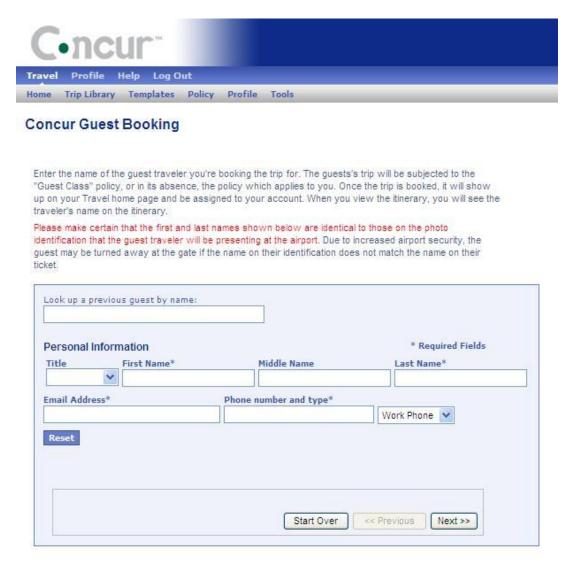
Planners have the ability to book travel for guests who do not have a Concur Travel profile.

Select "Guest Traveler" on the drop down menu on the right side of the Travel Home page.



After entering your travel search details, and clicking search, you will be asked to fill out the required guest details:



After entering these details, click "Next" to proceed with selecting the desired itinerary.